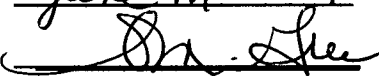
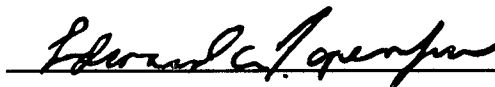


<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No.</b> M-252 <b>Page</b> 1 <b>of</b> 2
<b>Agency</b> TOWN OF BETTERTON		<b>Division/Unit</b> PUBLIC WORKS
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
1.	<b>Master Water and Waste Water Plant Studies and Plans</b>  Plant information including wastewater sewer studies, plans, release of easement, water tower plans, drawings, technical data, piping system specifications, pumps, and technical manuals.	Retain permanently. Transfer periodically to the State Archives.
2.	<b>Meter Installations and Repairs</b>  Meter installation records, meter reading route sheets, and work orders for meter repairs.	Retain for five (5) years, then destroy material having no further operational value.
3.	<b>Water and Wastewater Treatment Plant Reports</b>  State performance reports, bacteriological monitoring reports, and wastewater/water samples collection log books.	Retain for five (5) years, then destroy material having no further operational value.
4.	<b>Street Maintenance Files</b>  All available surveyor plat maps of Town property, right of ways and streets. Reports, maps, correspondence, bids, contracts of repairs, and maintenance records.	Retain plat maps and maps permanently. Retain for life of project plus five (5) years then transfer to the Maryland State Archives. Retain all other material for life of project plus five (5) years, then destroy material having no further operational value.
<b>Schedule Approved by Department, Agency, or Division Representative.</b> Date <u>June 11, 2009</u> Signature <u></u> Typed Name <u>Annette M. Green</u> Title <u>Town Clerk</u>		<b>Schedule Authorized by State Archivist</b> Date <u>23 Jun 09</u> Signature <u></u>

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> <b>(Continuation Sheet)</b>		<b>Schedule No.</b> M-252
		Page 2 of 2
<b>Agency</b> TOWN OF BETTERTON		<b>Division/Unit</b> PUBLIC WORKS
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
5.	<b>Licenses, Permits, and Inspection Reports</b>  Licenses, permits, and certificates issued by the State of Maryland for water plant, water tower, waste water treatment plant, pumping stations and operators.	Retain until updated or superseded, then destroy.
6.	<b>Project Files</b>  Studies, specifications, proposals, contracts, drawings, grants, and correspondence relating to completed, proposed and current projects.	Retain for life of project plus five (5) years, then destroy material having no further operational value.
7.	<b>Equipment Records</b>  Vehicle titles, registrations, manuals, and maintenance records.	Retain until equipment is no longer in service, then destroy.